

Herald & Weekly Times Delivery Fee Change – PosBrowser

On Monday 16th March 2015 News Limited advised newsagents of an increase to the home delivery fee schedule for News Limited Publications. You should follow these steps to ensure that your charging complies with the schedule set by News Limited.

Please note that these steps **must** be performed on a Monday. Changing the fees on any other day of the week may result in incorrect fees being charged.

If you find you need to change the option "Quantity based scale" option below, you may wish to inform your customers of a change in charging of fees beforehand as this may have a significant effect, especially those who receive multiple deliveries per day.

News Limited have two fee schedules;

1. **Metro Distribution:** This schedule is for newsagents who are home delivering newspapers in built up areas with high density housing (typically metro territories). The home delivery fee you can charge is 20.5c per copy. As an example the fee you can charge for Monday to Sunday delivery of the Herald Sun is \$1.435 (7 x 20.5c). *(Note: This will show as a rounded 1.44 on the statement but the customer will still be charged correctly)*
2. **Country Distribution:** This schedule is for newsagents who may be home delivering newspapers in areas with a large proportion of low density housing (typically country territories). The home delivery fee you can charge is 25.63c per copy. As an example the fee you can charge for Monday to Sunday delivery of the Herald Sun is \$1.7941 (7 x 25.63c). *(Note: This will show as a rounded 1.79 on the statement but the customer will still be charged correctly)*

News Limited can advise you of which scale to use.

To update the delivery fees in PosBrowser, please follow these steps.

1. From the Main Menu, go to **Customers** and then **Deliveries**.
2. Click on the **Delivery Charges** tab.
3. Select your HWT Delivery charge scale from the list.
4. Click the **Edit** button.
5. Make sure the **Quantity Based Scale** option is unticked.
If you need to untick this option then you should advise your customers of a change in delivery fees. This will affect those with multiple deliveries on the same day the most.
6. For all **Single Delivery** days (Mon – Sun) enter in **20.5 (or 25.63 - Country)**
7. For all **Extra Delivery** days (Mon – Sun) enter in **20.5 (or 25.63 - Country)**

POS Solutions Australia Pty Limited

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Pos Solutions Australia

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8. For all **Maximum Delivery** days (Mon – Sun) enter in **0**
9. Click the **Save** button.

Delivery Related Details

Round Maintenance | Round Sequencing | Delivery Charges | Special Offers | Publications

Select Charge Table

Description	Note
FAIRFAX	
HWT	
Keep (K)	
Mail (M)	
Pickup (P)	

Description: HWT | Note:

Quantity Based Scale

Charges

For this day of the Week	Use Daily Charge (cents)
Single Delivery Monday	20.5
Single Delivery Tuesday	20.5
Single Delivery Wednesday	20.5
Single Delivery Thursday	20.5
Single Delivery Friday	20.5
Single Delivery Saturday	20.5
Single Delivery Sunday	20.5
Extra Delivery Monday	20.5

New | Edit | Save | Cancel

Extra Delivery Monday	20.5
Extra Delivery Tuesday	20.5
Extra Delivery Wednesday	20.5
Extra Delivery Thursday	20.5
Extra Delivery Friday	20.5
Extra Delivery Saturday	20.5
Extra Delivery Sunday	20.5
Maximum Delivery Monday	0

Extra Delivery Sunday	20.5
Maximum Delivery Monday	0
Maximum Delivery Tuesday	0
Maximum Delivery Wednesday	0
Maximum Delivery Thursday	0
Maximum Delivery Friday	0
Maximum Delivery Saturday	0
Maximum Delivery Sunday	0

If you have any problems or queries regarding this, please call or helpdesk on (03) 9597 7222 or email us at support@possolutions.com.au.